

INTRODUCTION, POLICY, PROGRAM, PROCEDURAL REQUIREMENTS AND STATE DEPARTMENTS 2800

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The State Property Management handbook has been developed to provide CAL FIRE personnel with policies and procedures for state property accounting and management. Property accounting includes identification, tagging, recording, and inventory. The handbook defines roles and responsibilities of CAL FIRE in relation to the state agency that oversees property transfers and surveys. It defines the role of the State Property Coordinator (SPC) in ensuring compliance with the statewide policies and integrating CAL FIRE property data into an internal Inventory Tracking System useful for reporting and monitoring property.

When property is purchased with grant funds, the property accounting rules of the funding agency may differ from CAL FIRE's procedures. It is the responsibility of the program making the purchase to ensure all property accounting and tracking rules are followed. Refer to section 2835 of this handbook for additional information.

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